

**A SUBSTITUTE RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0002 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #083052-01 WITH CDW-G FOR SOFTWARE, SOFTWARE LICENSING, MAINTENANCE, HARDWARE, PERIPHERALS, AND SERVICES FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED ONE MILLION FIVE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,500,000.00) TO BE CHARGED TO AND PAID FROM CITY OF ATLANTA DEPARTMENTS, AS DEFINED BY THE CITY OF ATLANTA CHARTER, WITH ADOPTED FISCAL YEAR APPROPRIATIONS IN FUNDED DEPARTMENTAL FUND/DEPT.-ORG./ACCOUNT/FUNCTION ACTIVITY (FDOA) LOCATIONS.**

**WHEREAS**, the City of Atlanta ("City") desires to enter into a citywide cooperative purchase agreement number COA-0002 with CDW-G for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services utilizing National IPA Contract #083052-01.

**WHEREAS**, the City continues to require the use of Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services to perform the city's daily operations; and

**WHEREAS**, pursuant to Section 2-1601 et seq. of the City of Atlanta Code of Ordinances, the Chief Procurement Officer may procure supplies or construction items through contracts established by a public procurement unit where such contracts and contractors substantially meet the requirements of the Purchasing and Real Estate code; and

**WHEREAS**, the Chief Information Officer and the Chief Procurement Officer recommend the execution of a citywide cooperative purchasing agreement number COA-0002 with CDW-G, utilizing National IPA Contract #083052-01 for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services, in an amount not to exceed one million five hundred thousand dollars and no cents (\$1,500,000.00).

**WHEREAS**, this cooperative agreement was competitively procured in a manner consistent with Division 4 of the City's Procurement Code, and the cost of the goods and/or services are comparable.

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the Mayor or his designee is authorized to execute, on behalf of the City of Atlanta, a citywide cooperative purchasing agreement number COA-0002 with CDW-G for two (2) years with three (3) one-year renewal options utilizing National IPA Contract #083052-01 for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services, in an amount not to exceed one million five hundred thousand dollars and no cents (\$1,500,000.00) to be charged to and paid from City of Atlanta Departments, as defined by the City of Atlanta Charter, with adopted fiscal year appropriations in funded departmental Fund/Dept.-Org./Account/Function Activity (FDOA) locations.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer in consultation with the City Attorney is directed to prepare an appropriate document for execution by the Mayor.

**BE IT FINALLY RESOLVED**, that the agreement will not become binding on the City, and the City will incur no obligation or liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney, and delivered to CDW-G.

**A RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**11- *R* -0656**

**A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0002 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #083052-01 WITH CDW-G FOR SOFTWARE, SOFTWARE LICENSING, MAINTENANCE, HARDWARE, PERIPHERALS, AND SERVICES FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PREVIOUSLY APPROPRIATED FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER: (VARIOUS ACCOUNTS).**

**WHEREAS**, the City of Atlanta ("City") entered into a citywide cooperative purchase agreement number COA-0002 with CDW-G for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services utilizing National IPA Contract #083052-01.

**WHEREAS**, the City continues to require the use of Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services to perform the city's daily operations; and

**WHEREAS**, pursuant to Section 2-1601 et seq. of the City of Atlanta Code of Ordinances, the Chief Procurement Officer may procure supplies or construction items through contracts established by a public procurement unit where such contracts and contractors substantially meet the requirements of the Purchasing and Real Estate code; and

**WHEREAS**, the Chief Information Officer and the Chief Procurement Officer recommend the execution of a citywide cooperative purchasing agreement number COA-0002 with CDW-G, utilizing National IPA Contract #083052-01 for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services, in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00).

**WHEREAS**, this cooperative agreement was competitively procured in a manner consistent with Division 4 of the City's Procurement Code, and the cost of the goods and/or services are comparable."

**NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the Mayor or his designee is authorized to execute, on behalf of the City of Atlanta, a citywide cooperative purchasing agreement number COA-0002 with CDW-G for two (2) years with three (3) one-year renewal options utilizing National IPA Contract #083052-01 for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services, in an amount not to exceed Four Hundred Thousand Dollars and No Cents (\$400,000.00), to be charged to and paid from previously appropriated FDOA numbers: (Various Accounts).

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer in consultation with the City Attorney is directed to prepare an appropriate document for execution by the Mayor.

**BE IT FINALLY RESOLVED**, that the agreement will not become binding on the City, and the City will incur no obligation or liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney, and delivered to CDW-G.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview: FINANCE/EXECUTIVE**

**Caption:**

**A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0002 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #083052-01 WITH CDW-G FOR SOFTWARE, SOFTWARE LICENSING, MAINTENANCE, HARDWARE, PERIPHERALS, AND SERVICES FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PREVIOUSLY APPROPRIATED FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER: (VARIOUS ACCOUNTS).**

**Council Meeting Date: May 02, 2011**

**Requesting Dept.: Procurement**

**FAC Confirmed by:**

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

The City of Atlanta would like to enter into a citywide cooperative purchasing agreement number COA-0002 with CDW-G for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services for a period of two (2) years with three (3) one-year renewal options in an amount not to exceed \$400,000.00

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

The City of Atlanta has an ongoing need to purchase various IT equipment and supplies throughout the year to address day-to-day operational and IT issues. The DOP has identified CDW-G as a source for Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services and has identified National IPA Contract #083052-01 with CDW-G as an appropriate governmental contract from which to cooperatively purchase the Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services.

**3. If Applicable/Known:**

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services
- (b) **Source Selection:** Cooperative Purchase – National IPA- Contract #083052-01
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:** two (2) years with three (3) one-year renewals

**4. Fund Account Center (Ex. Name and number):** Various Accounts

**5. Source of Funds:**

**6. Fiscal Impact:** \$400,000.00

**7. Method of Cost Recovery:**

**This Legislative Request Form Was Prepared By: Patricia Lowe, Buyer**

## Legislation Summary

**Committee of Purview:**

**Caption**

A resolution authorizing the Mayor to execute an appropriate contractual citywide agreement number COA-0002 on behalf of the City of Atlanta with CDW-G in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00). All contract work shall be charged to and paid from previously appropriated fund account and center number: (Various Accounts).

**Council Meeting Date:** May 02, 2011

**Legislation Title:** Resolution authorizing the Chief Procurement Officer to utilize the National IPA Contract #083052-01 with CDW-G for the purchase of Software, Software Licensing, Maintenance, Hardware, Peripherals, and Services for two (2) years with three (3) one-year renewals on behalf of the City of Atlanta in an amount not to exceed four hundred thousand dollars and no cents (\$400,000.00). All contract work shall be charged to and paid from previously appropriated fund account and center number: (Various Accounts).

**Requesting Department:** Department of Procurement

**Contract Type:** N/A

**Source Selection:** National IPA Contract #083052-01

**Bids/Proposals Due:** N/A

**Invitations Issued:** N/A

**Number of Bids/  
Proposals Received:** N/A

**Bidders/Proponents:** N/A

**Justification Statement:** N/A

**Background:** N/A

<b>Fund Account Centers:</b>	<b>Various Accounts</b>
<b>Source of Funds:</b>	<b>N/A</b>
<b>Fiscal Impact:</b>	<b>N/A</b>
<b>Term of Contract:</b>	<b>N/A</b>
<b>Method of Cost Recovery:</b>	<b>N/A</b>
<b>Approval:</b>	
<b>DOF:</b>	
<b>DOL:</b>	
<b>Prepared By:</b>	<b>Patricia Lowe, Buyer</b>
<b>Contact Number:</b>	<b>404.330.6583</b>



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We can help!](#)

INFORMA  
TECHNOLOGICAL  
SOLUTIONS

Competitively Solicited  
CITY OF TUCSON, AZ

#### SEARCH OUR AGREEMENTS:

Select Agreement



#### Contract Highlights:

- Contract Term: August 18, 2008 - July 31, 2013
- Award agreement includes:
  - software
  - software licensing & maintenance
  - hardware
  - peripherals
  - service
- One stop shopping for all your Information Technology
- National aggregate pricing = cost savings
- Dedicated CDW-G website available at <http://www.cdwg.com/nationalipasolutions>

National Intergovernmental Purchasing Alliance Company  
1600 Westgate Circle, Suite 275, Brentwood, TN 37027  
Toll-Free (866) 408-3077 | [info@nationalipa.org](mailto:info@nationalipa.org)



CITY OF  
TUCSON

DEPARTMENT OF  
PROCUREMENT

August 18, 2008

Megan Kelly  
CDW Government, Inc.  
2 Enterprise Drive, Suite 404  
Shelton CT 06484

Re: Contract No.: 083052-01  
Contract Title: INFORMATION TECHNOLOGY SOLUTIONS

Dear Ms. Kelly:

The City of Tucson has awarded to your firm the contract for furnishing the City's requirements for the **Information Technology Solutions** as per your proposal submitted in response to the Request for Quotation that was due on **February 21, 2008**.

Please find enclosed your copy of the contract and the Purchase Order. If you have any questions concerning this award, please contact me at (520) 837-4140.

The City wishes to thank you for your interest and proposal.

Sincerely,

Victoria Cortinas, C.P.M., CPPB  
Principal Contract Officer

VC/lh  
Enclosures  
RFP File No. 083052

DESIGN & CONSTRUCTION SERVICES, SERVICE CONTRACTING, PURCHASING,  
STORES, REPROGRAPHICS, MAIL SERVICES, ADMINISTRATION  
CITY HALL • 255 W. ALAMEDA • P.O. BOX 27210 • TUCSON, AZ 85726-7210  
(520) 791-4217 • FAX (520) 791-4735 • TTY (520) 791-2639  
[www.tucsonaz.gov/procure](http://www.tucsonaz.gov/procure)





# MEMORANDUM

Date: July 23, 2008

To: Laura Jestings, C.P.M., CPPB  
Contract Administrator

From: Victoria Cortinas, C.P.M., CPPB  
Principal Contract Officer

Subject: Executive Summary - Request for Proposal No. 083052  
Information Technology Solutions

RFP No.: 083052  
Pre-Proposal Date: February 4, 2008  
Date Open: February 21, 2008  
Negotiated Value: Deeper discount negotiated

Issued: January 23, 2008  
Attendees at Pre-Proposal: 21  
Proposals Received: 6

The subject solicitation was issued to establish a national annual requirements contract for Information Technology Solutions which includes desktops, servers, software, supplies and services. The resulting contract would be a City-wide contract with cooperative contracting opportunities through National Intergovernmental Purchasing Alliance (National IPA).

Notice of the solicitation was mailed to approximately 1100 potential Offerors. On February 21, 2008, proposals were received from the following vendors:

CDWG  
CLH International  
Corporate Express Imaging

Cybergear, Inc.  
Insight Public Sector  
MoreDirect

Prior to distributing the proposals to the committee members for review and evaluation, I conducted a review of the proposals for acceptability. On February 22, 2008, copies of the proposals were distributed to the following evaluation committee members along with the evaluation instructions and the committee member guidelines:

Mary Pappas, Information Technology Department – Voting Member  
Michael Hicks, Department of Transportation – Voting member  
Cindy Dooling, Pima Community College – Voting member  
Angela Kirkland, National IPA – Non-Voting member

## EVALUATION

Committee meetings were held on February 26, March 4<sup>th</sup>, March 9<sup>th</sup> and March 13 for the purpose of discussing the relative strengths and weaknesses of the proposals with regard to the evaluation criteria set forth in the solicitation. On April 9, 2008, after discussions had concluded on all proposal submissions, the evaluation committee members felt that they were ready to score the proposals and each independently completed score sheets based on the evaluation criteria. The committee scored with the intention of short-listing purposes. The pricing was evaluated based upon our standard formula. Ranking was as follows:

	CDWG	CLH International	Corporate Express Imaging	Cybergear, Inc.	Insight Public Sector	MoreDirect, Inc.
<b>Committee Member A</b>	3	5	6	4	1	2
<b>Committee Member B</b>	2	4	5	6	1	3
<b>Committee Member C</b>	1	4	5	6	2	2
<b>Total</b>	6	13	16	16	4	7
<b>Ranking</b>	2	4	5	5	1	3

The committee recommended short-listing to CDWG, Insight Public Sector and MoreDirect, Inc. and inviting them to participate in the short-listing activities which would include an interview/demonstration.

On May 2, 2008, the City invited the short-listed firms to an interview/demonstration to further discuss the proposed solution. The interview/demonstrations were conducted on May 13, 2008, with MoreDirect, Inc., on May 14, 2008, with Insight Public Sector and on May 15, 2008 with CDWG. A request for a revised offer was sent to the short-listed firms on June 27, 2008.

On July 10, 2007, the evaluation team met for final discussions. The discussions included the revised offer response, interview/demonstration, along with the relative strengths and weaknesses of each proposal with regard to the evaluation criteria. At the conclusion of the discussion, the team independently scored the short-listed firms.

	CDWG	Insight Public Sector	MoreDirect, Inc.
<b>Committee Member A</b>	1	1	3
<b>Committee Member B</b>	1	2	2
<b>Committee Member C</b>	1	3	2
<b>Total</b>	3	6	7
<b>Ranking</b>	1	2	3

The evaluation committee recommended entering into negotiations with intent to award to CDWG, the top-ranked firm for all voters.

### Negotiations

On Friday, July 18<sup>th</sup>, the City of Tucson, National IPA and CDWG held a tele-conference call meeting to discuss and negotiate a number of items. Concurrently, I began working with CDWG legal staff to negotiate the exceptions that CDWG took to the City's terms and conditions.

### Negotiated Value

Through negotiations, terms and conditions were successfully negotiated. Additionally, a deeper discount for the supplies/ products was negotiated, and language was negotiated that would allow the City to benefit from promotional and special pricing opportunities.

This is a NIPA contract and the administrative fee will support the City of Tucson's Cooperative Procurement Program.

**RECOMMENDATION**

I have reviewed the proposals from all offerors and I oversaw all aspects of the evaluation process. I concur with the evaluation committee's recommendations that contract award shall be made to CDW-G.

**CONCURRENCE:**

Laura Josting  
Contract Administrator

7-23-08  
Date

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: Chief of Staff

Dept.'s Legislative Liaison: \_\_\_\_\_ Patricia Lowe \_\_\_\_\_

Contact Number: \_\_\_\_\_ (404) 330-6583 \_\_\_\_\_

Originating Department: \_\_\_\_\_ Department of Procurement \_\_\_\_\_

Committee(s) of Purview: \_\_\_\_\_

Chief of Staff Deadline: \_\_\_\_\_ April 08, 2011 \_\_\_\_\_

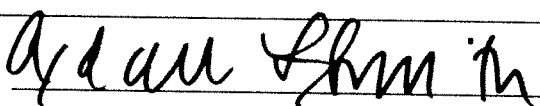
Anticipated Committee Meeting Date(s): \_\_\_\_\_ April 26-27, 2011 \_\_\_\_\_

Anticipated Full Council Date: \_\_\_\_\_ May 02, 2011 \_\_\_\_\_

Legislative Counsel's Signature: \_\_\_\_\_  \_\_\_\_\_

Chief Information Officer: \_\_\_\_\_ Michael Roane (Interim) \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_

Chief Procurement Officer Signature: \_\_\_\_\_  \_\_\_\_\_

**CAPTION**

Mayor's Staff Only

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO A CITYWIDE COOPERATIVE PURCHASING AGREEMENT NUMBER COA-0002 PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING NATIONAL IPA CONTRACT #083052-01 WITH CDW-G FOR SOFTWARE, SOFTWARE LICENSING, MAINTENANCE, HARDWARE, PERIPHERALS, AND SERVICES FOR TWO (2) YEARS WITH THREE (3) ONE-YEAR RENEWAL OPTIONS ON BEHALF OF THE CITY OF ATLANTA IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$400,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PREVIOUSLY APPROPRIATED FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER: (VARIOUS ACCOUNTS).

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
(date) (date)

Submitted to Council: \_\_\_\_\_  
(date)



## CITY OF ATLANTA


Kasim Reed  
Mayor

SUITE 1790  
55 TRINITY AVENUE, SW  
ATLANTA, GA 30303  
(404) 330-6204 Fax: (404) 658-7705  
Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

## MEMORANDUM

TO: Councilmember Yolanda Adrean,  
Chair, Finance Executive Committee

FROM: Adam L. Smith 

RE: National IPA Contract #083052-01

DATE: April 7, 2011

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This memorandum is to certify that the above-referenced Cooperative Agreement was competitively procured in a manner consistent and pursuant to sections 2-1602, 2-1604, 2-1606 and 2-1608 of the Procurement and Real Estate Code. We reviewed the terms of the Agreement and determined that the costs for the goods/services are competitive and comparable.

If you have any questions or need additional information, please do not hesitate to contact me.